webTA 3.8

USDA Employee's Guide

Document History

Date	Revision	Description	Author
2/9/09		Initial release	Bruce McGarvey

Contents

KRONOS webTA 3.8 USDA Employee's Guide

Introduction

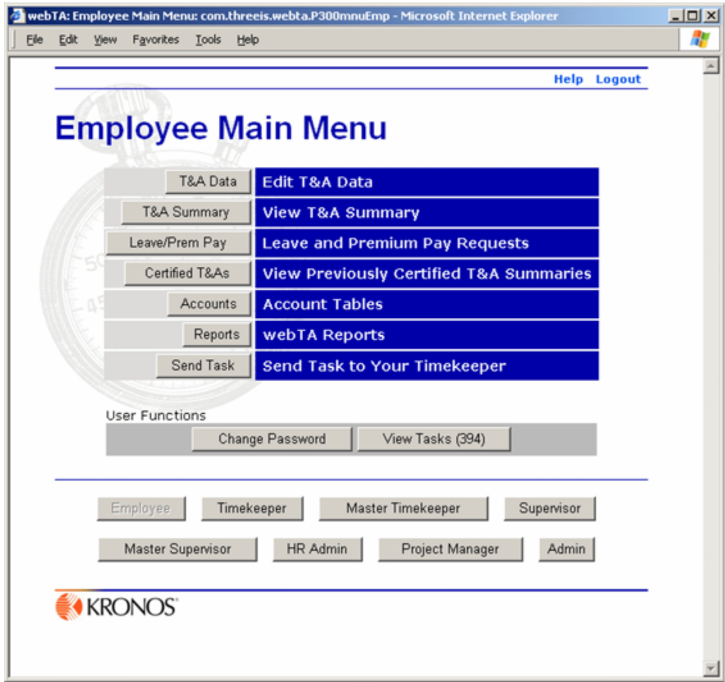
The purpose of this document is to provide employees information needed to use webTA for fulfilling Employee role job functions. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For basic information, see the guide *webTA Basics*.

IMPORTANT! This document contains graphical representations (*screen shots*) of many of the browser pages that you will see as you use webTA. These screen shots may not appear exactly like the pages on your own screen; they may differ in some ways. However, they should be similar enough to what you will see in webTA that they will help you work through the procedures and understand the examples in this guide.

Using webTA, you can:

- Enter time and attendance data and set up default schedules
- View a summary of your current pay period time and attendance information
- Submit leave and premium pay requests to your supervisor
- View and modify your default schedule, if available
- View certified time card summaries
- Select accounts for your use, and name them for convenient identification
- Generate a report of your leave history.
- Submit requests and tasks to your timekeeper

All employee functions are accessed from the Employee Main Menu page, which opens after you log in.



Entering and editing time and attendance data

There are two types of time entry:

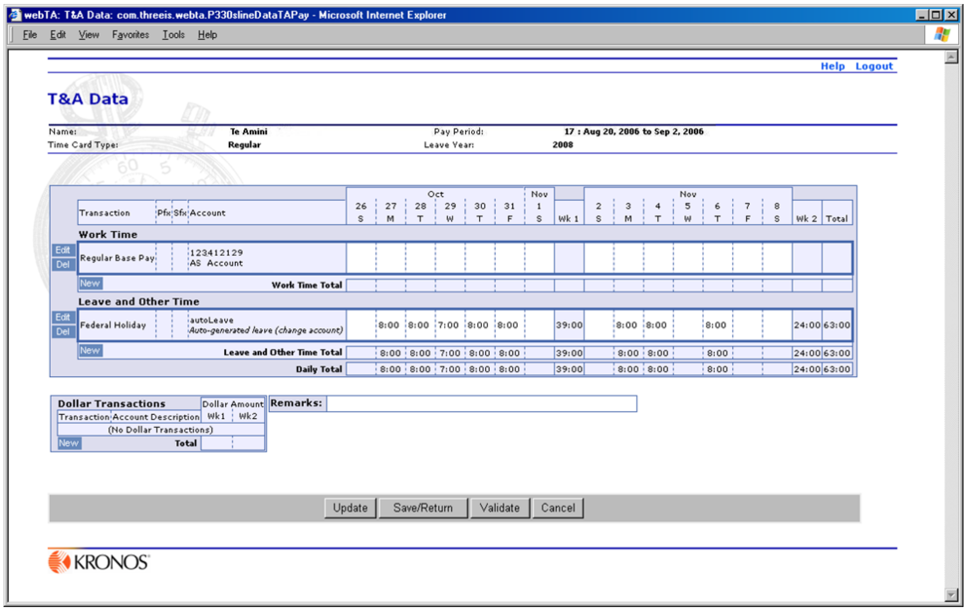
- Positive entry
- Exception-based entry

In *positive entry*, you enter all the transaction and time data yourself. (Most organizations use this type of time entry.)

In webTA configurations where employees have default schedules, work and leave time boxes are automatically populated on the T&A Data page. Changing or adding to these times to reflect actual work or leave time is called *exception-based entry*. For more information about default schedules, see “About default schedules” on page 4.

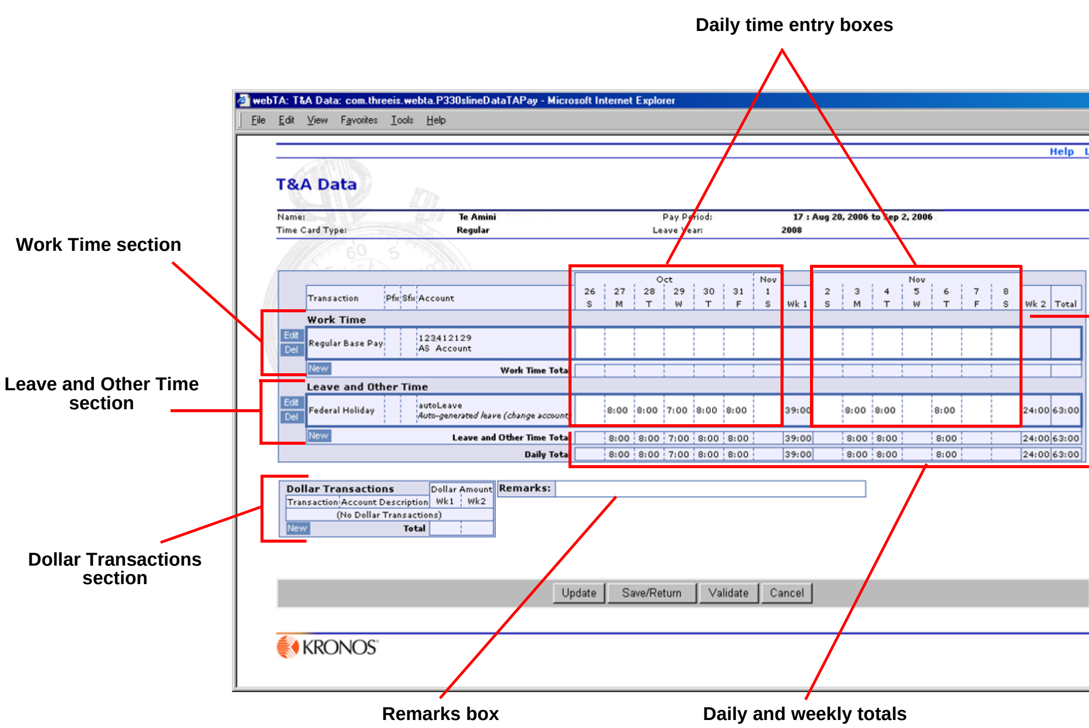
T&A Data page is used to enter time and attendance transactions.Open the page by clicking **T&A Data** on the Employee Main Menu page.

Here is an example of a T&A Data page:



All T&A Data pages have Work Time and Leave and Other Time sections. Also, depending on how your timekeeper uses webTA, the page may also have pre-populated default transactions and times and a Dollar Transactions section.

- Each section contains a description of the transaction type and account information.
- The two time entry sections have daily time entry boxes for each week in a pay period.
- The **Dollar Transactions** section has dollar amount boxes for entering the total dollar amounts for each week in the pay period. Daily totals appear below the time entry and **Dollar Amount** boxes. Totals for the week and for the pay period appear at the right side of the rows.
- The **Remarks** box is available for adding a comment to the time card.



About default schedules

Default schedules are sometimes set up by timekeepers for employees whose time cards change little from pay period to pay period. If you have default schedules enabled, your time card will be pre-populated with transactions and work hours so that you can avoid having to re-enter all of your time data each pay period.

An employee can also set up default schedule transaction if the timekeeper has chosen a default schedule option on the employee's T&A Profile page.

webTA provides two types of default schedule processing.

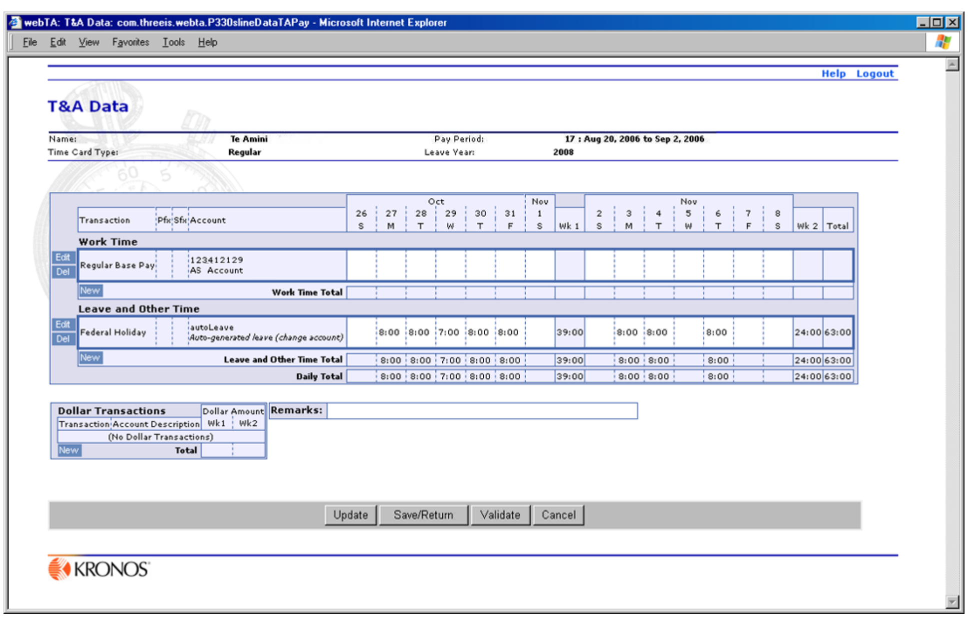
- In *restore from default* processing, your default schedule is retained from pay period to pay period, but all transactions and work time for the current pay period can be deleted, edited, or added.
- In *exception processing*, transactions and daily hours in the default schedule are automatically included on your time card. If you add additional transactions and enter hours for those new transactions, webTA automatically recalculates the hours for the default transaction; you do not have to correct default transactions manually.

  For example, if one day associated with a default transaction is designated as having 8 hours, but you charge 4 hours to a transaction that you created, webTA automatically changes the 8 hours of the default transaction to 4 hours, maintaining the full 8-hour total for that day.

To add a standard (non-default) work time transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

   The T&A Data page opens.

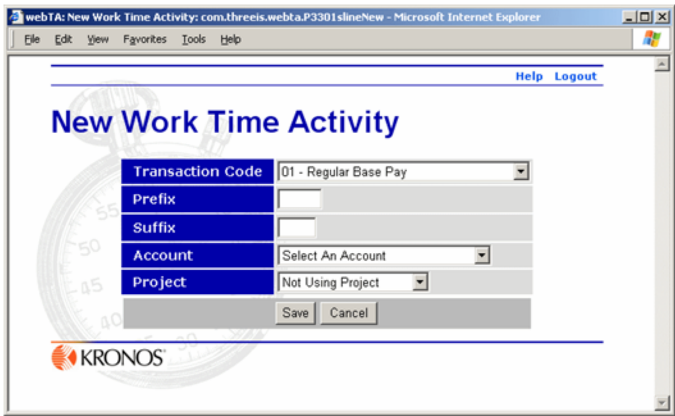


The **Work Time** section of the T&A Data page contains your time and attendance work time transactions.

NOTE: This section may already contain default transactions and times that have been set up by your webTA Administrator.

2. Click **New** in the **Work Time** section.

   The New Work Time Activity page opens.



3. Select the transaction type from the **Transaction Code** list, if necessary, type in the prefix and suffix, and select an account from the Account drop-down list.
4. Click **Save**.

   The system returns you to the T&A Data page. The work time transaction you added appears in the **Work Time** section.

To enter work hours:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Type in your time under the appropriate date in the appropriate Work Time or Leave and Other Time section.

   Enter daily time in hours and minutes in 15-minute increments by typing the number of hours, a colon, and the number of minutes (HH:MM). Or you may enter the hours, a period, and a decimal fraction.

   Time entered in these ways is converted to hours and minutes, rounding to the nearest 15 minute increment when updated or saved. For example, entering 3.5 converts to 3:30 hours, and 7:7 converts to 7.00.
3. If you want to continue working on the T&A Data page, click **Update**.

   Update saves your work, but the T&A Data page remains open.

   \- OR -

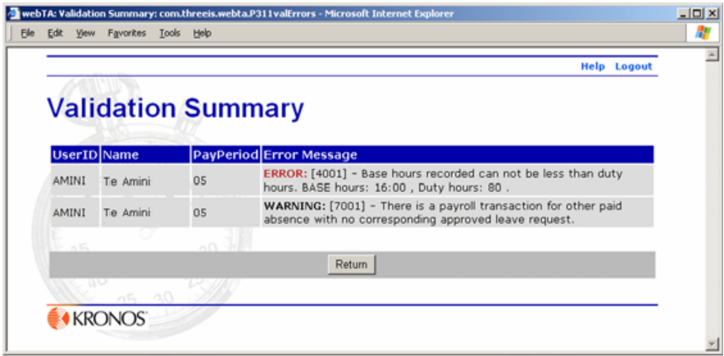
   If you are finished adding transactions, but are not ready to validate the time card yet, click **Save/Return**.

webTA saves your work and returns you to the Employee Main Menu page.

- OR -

If you are finished adding transactions, and are ready to validate the time card click **Validate**.

The Validation Summary page opens.



For information about time card validation, see "Validating and affirming your time card" on page 7.

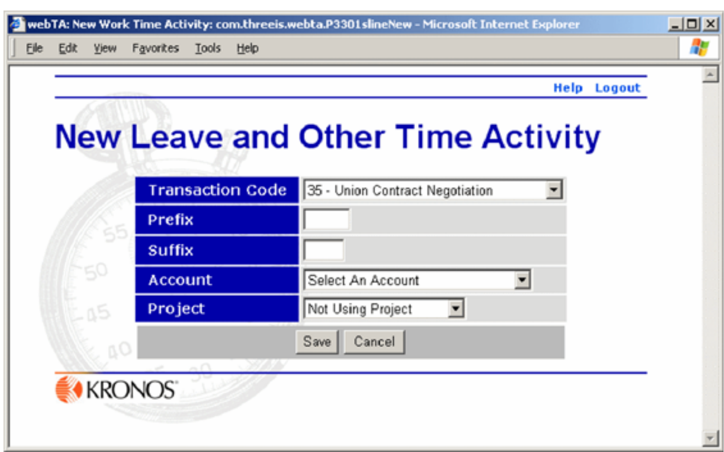
To add a Leave and Other Time transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

   The **Leave and Other Time** section of the T&A Data Entry page contains employee leave time, holiday time, and similar time transactions.

2. Click **New** in the Leave and Other Time section.

   The New Leave and Other Time Activity page opens.



3. Select the transaction type from the **Transaction Code** list, type in the prefix and suffix, if necessary, then select the account from the **Account** list.

4. Click **Save**.

   The system returns you to the T&A Data page. The leave and other time transaction you added appears in the **Leave and Other Time** section.

To modify a transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Click **Edit** next to the transaction you want to modify.

   The edit page for the type of activity you want to modify opens.
3. Modify the activity data as needed.
4. Click **Save**

   webTA returns to the T&A Data page.
5. When you are finished working with transactions, click **Save/Return**.

   webTA returns you to the Employee Main Menu page.

To delete a transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Click **Del** next to the transaction you want to remove.

   webTA removes the transaction.

Validating and affirming your time card

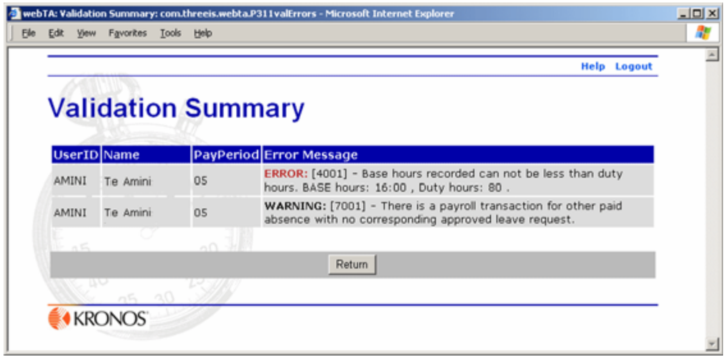
When you are finished entering your time, the data validation process must be initiated by you or your timekeeper. By validating the data, you are attesting to the accuracy of your time card. Your Supervisor cannot certify your time card until it has been validated.

To validate your time card:

1. If you have not already done so, open your T&A Data page by clicking **T&A Data** on the Employee Main menu.
2. After entering or modifying your time card data, click **Validate**.

   webTA checks your time and attendance data against federal pay rules and regulations.

   If webTA detects problems with your data, the Validation Summary page opens.



- If there are errors, webTA lists them on the Validation Summary page, but does not validate the time card.

  IMPORTANT! webTA can not validate your time card until errors are fixed.
- If only warning messages are generated, webTA lists the warnings, but validates the time card.
- If there are no error messages, webTA tells you that the data was validated successfully and returns you to the time card summary page.

NOTE: For detailed information about errors and warnings, see “About validation errors and warnings” on page 8

3. If your time card was not validated because of errors, correct the errors and click **Validate** again.
4. When you are ready to submit your validated time card, click **Affirm**.

   webTA submits your time card for certification and returns you to the Employee Main Menu page.

   - OR -

   If you are not ready to submit your validated time card, click **Cancel**.

   webTA returns to your T&A Data page.

About validation errors and warnings

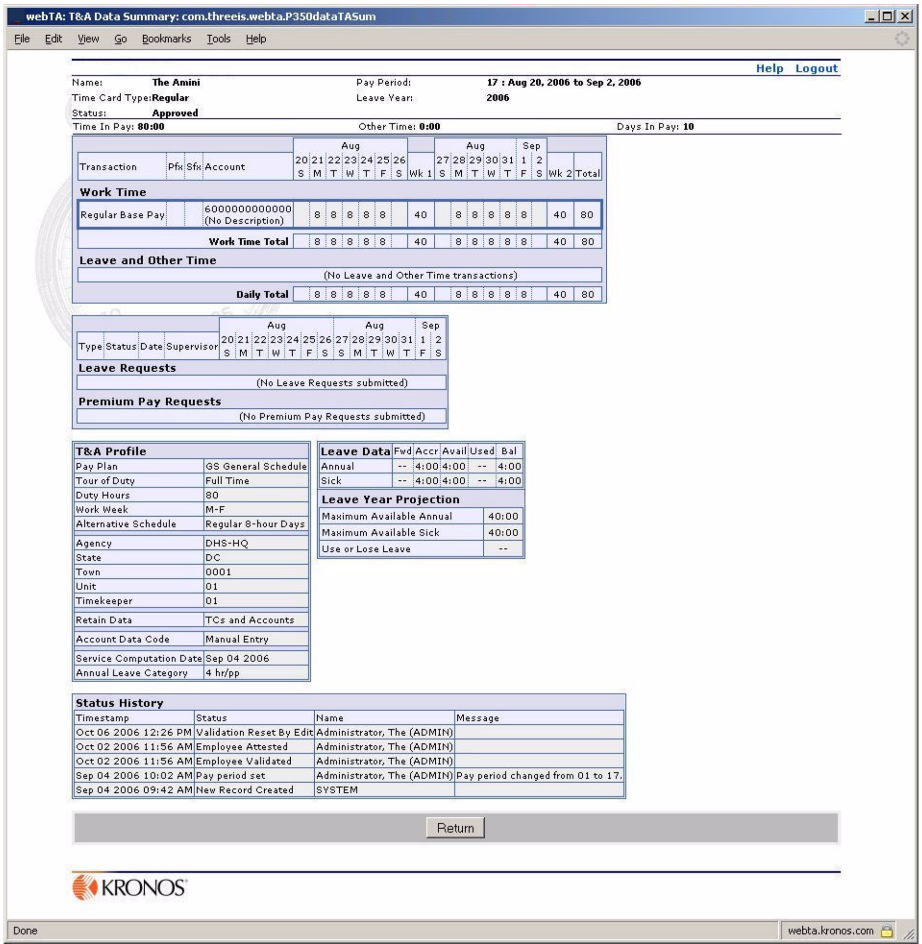
Errors are triggered when there is a clear time card validation failure, based on the validation rules. An error is indicated by the word “ERROR” in red, and includes a description of the problem that is preventing your time card from being validated.

Warnings are triggered when the system suspects that there may be a problem, but there is not enough information to be sure. Warnings are indicated by the word WARNING, along with a description of the possible conflict.

- Warnings will not prevent you from validating the time card, but should be reported to your Supervisor to be resolved at a future date.
- Errors must be corrected before your Supervisor can certify the data. Warnings may or may not need to be corrected.

About the T&A Summary page

The T&A Summary page is a read-only view of your current time card record. Open it by clicking **T&A Summary** on the Employee Main Menu page.



NOTE: If your time card has already been validated and affirmed, only the **Return** button appears at the bottom of the page.

The T&A Summary page is also used by the Supervisor to certify the time card.

The top of the page contains an overview of employee profile information: name, pay period, status, and so on.

These sections appear below the employee profile information:

- **Work Time** provides information about time worked, in two week increments.
- **Leave and Other Time** provides information about leave and other time taken.
- **Leave Requests** shows any leave requests you've submitted.
- **Premium Pay Requests** shows any requests for premium pay that you've submitted.

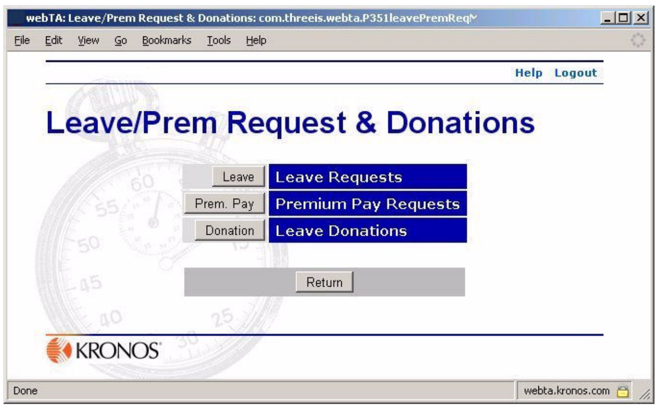
- **Leave and Premium Pay Requests** lists all approved Leave and Premium pay requests for the pay period.
- **T&A Profile** contains a read-only copy of the T&A Profile for the current pay period.
- **Leave Data** contains your leave balances for the current pay period. Any non-zero leave balances are displayed in this section.
- **Leave Year Projection** shows your annual and sick leave projections as of the current pay period. The section also contains your used or lost leave as of the current pay period.
- **Status History** contains an audit log of all actions taken against your current time card.

If you have not already confirmed your time card for the current pay period, you will also see the **Affirm** button and the Affirmed By and Affirmation Date lines below the **Status History** section.

About Leave/Prem Requests & Donations

The Leave/Prem Requests & Donations page provides options for leave requests, premium pay requests, and leave donations, and is similar to the form *OPM-71, Request for Leave or Approved Absence*.

Open this page by clicking **Leave/Prem Pay** on the Employee Main Menu page.



The Leave and Premium Pay Request page lets you:

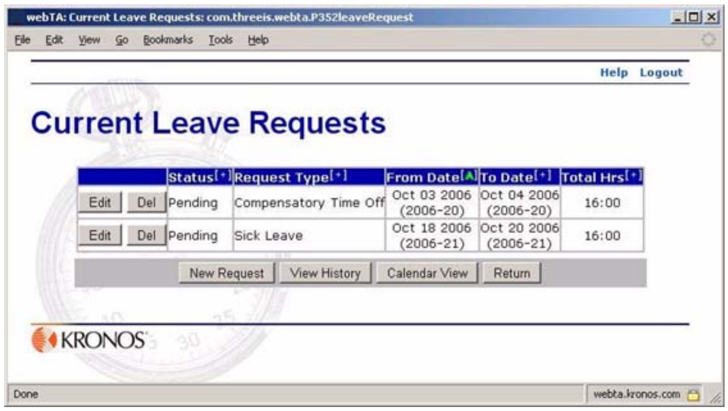
- Enter leave requests
- Review leave requests
- Enter premium pay requests
- View premium pay requests
- Approve leave and premium pay requests for which you have been designated as an intermediate approver
- Submit leave donations

IMPORTANT! Approved and denied leave requests for dates in pay periods before the current period appear in the leave request history pages. However, a pending request will still appear as a current leave request until it is approved or denied, even though the request was made for a date occurring before current pay period.

To review current leave requests:

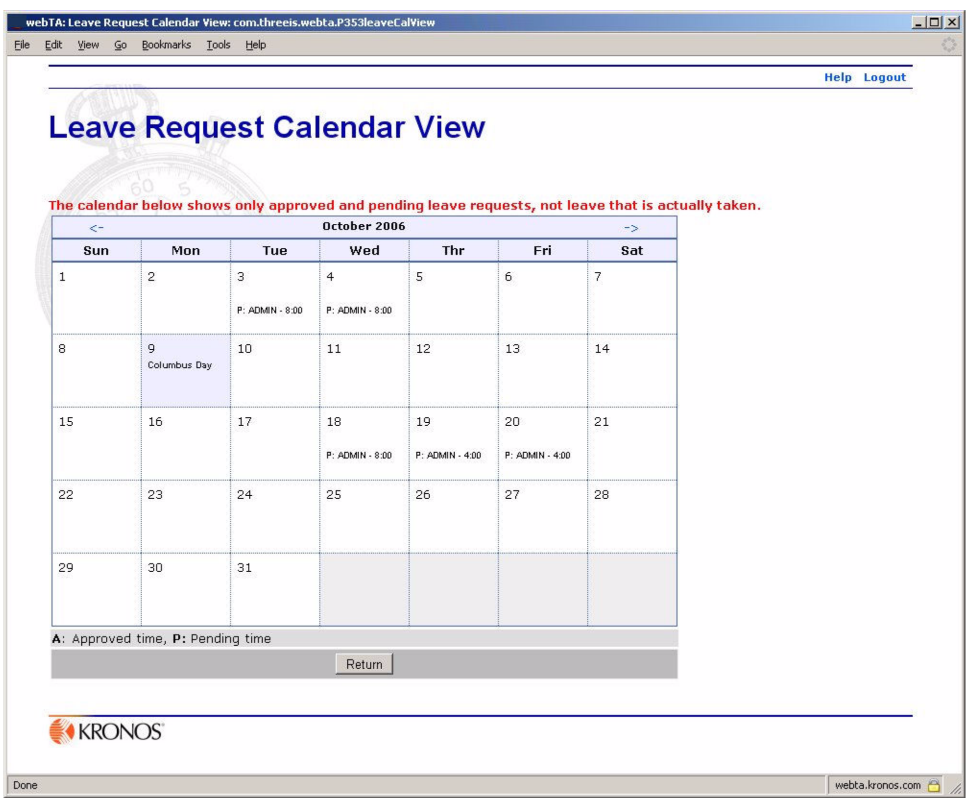
1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

   The Current Leave Requests page opens showing all leave requests you have submitted that have not yet expired, along with their current status.



3. If you want to view current leave requests in calendar form, click **Calendar View**.

   A calendar opens containing current leave request by date.



In this view **A:** indicates approved requests, and **P:** indicates pending requests.

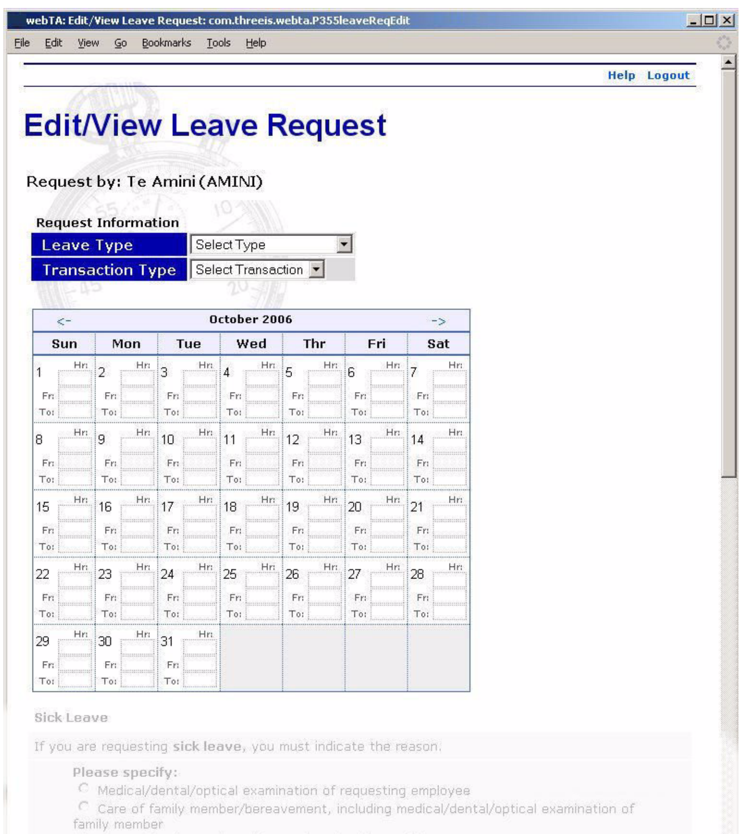
To submit a new request:

1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. On the Leave/Prem Request and Donations page, click **Leave**.

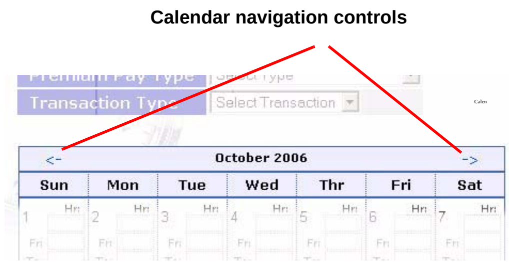
   The Current Leave Requests page opens.

3. Click **New Request**.

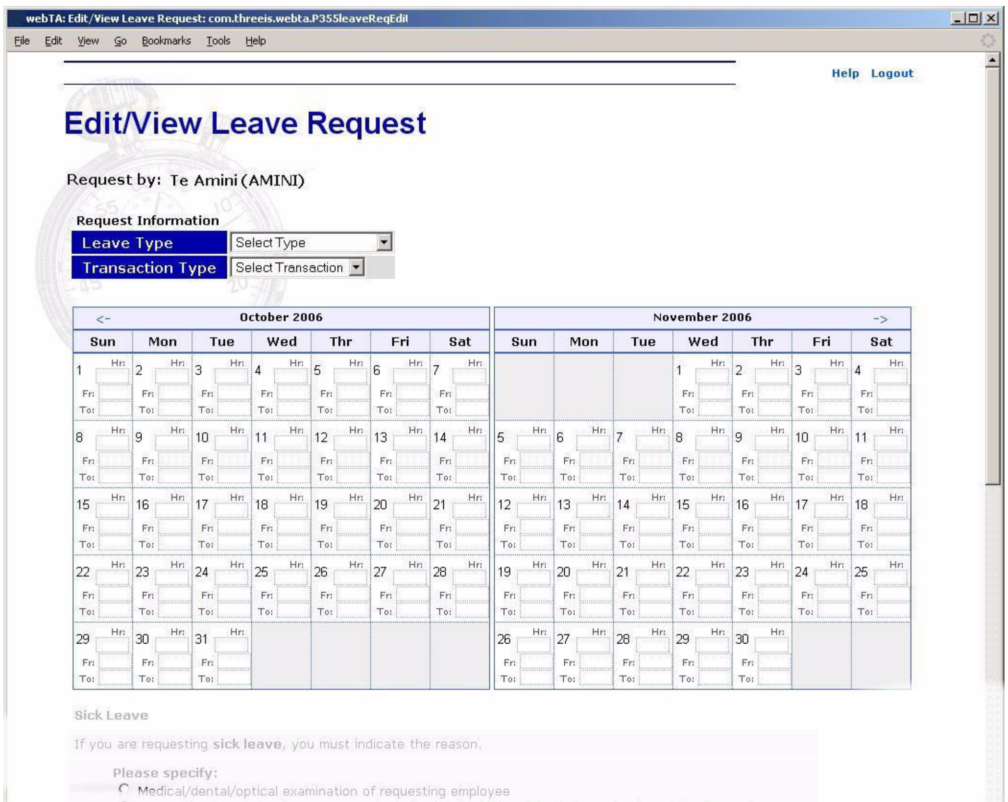
   The Edit/View Leave Request page opens. Notice that this is a scrolling window. More leave options are farther down on the page. Here is the top of the page:



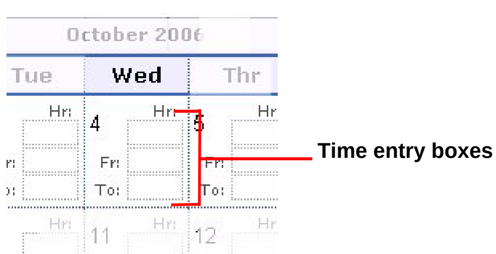
4. Select the type of leave you want from the **Leave Type** list.
5. If your leave request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.



If you navigate to a month other than the current one, the page shows two successive months.

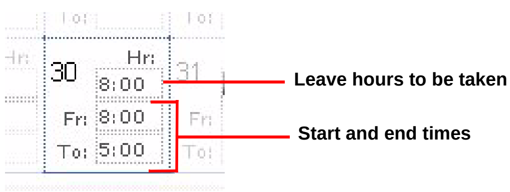


Each date on the calendar contains three time entry boxes:



6. In the first box, type in the number of hours of leave that you want to take for that date.
7. If you want to enter the starting and ending times for leave on that date, in the second box, **Fr,** type the leave start time. In the third box, **To**, type the end time.

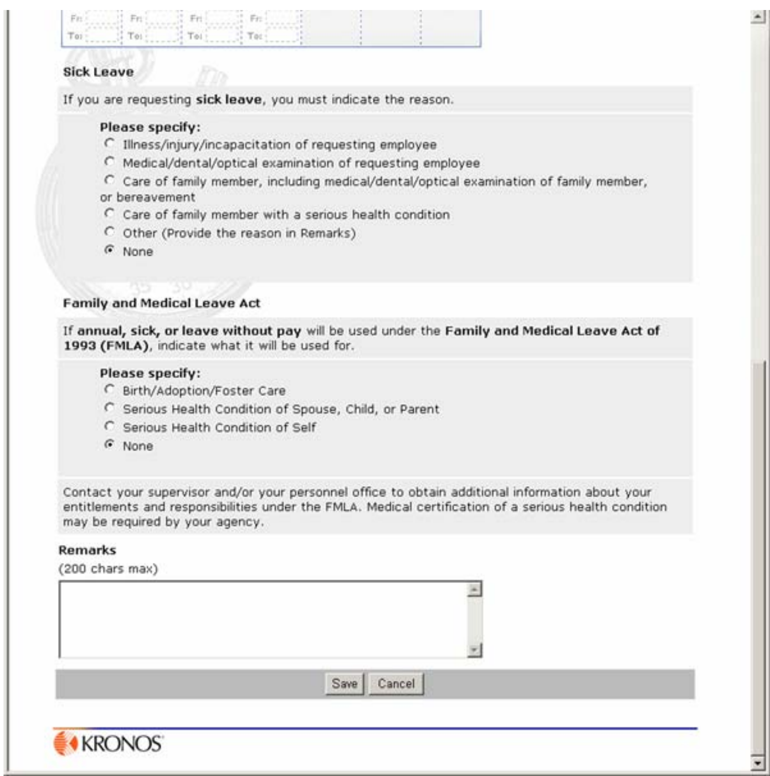
   Example:



8. If you selected any leave type other than Sick Leave in the **Leave Type** drop-down list, go to Step 10.

   \- OR -

   If are requesting sick leave or leave covered by the Family and Medical Leave Act, scroll down the page so that you can see the Sick Leave or Family and Medical Leave Act sections.



9. Click to select the appropriate Medical Leave or Family Medical Leave Act options.
10. If you selected an option in the **Sick Leave** section, type the reason for the request in the **Remarks** box.

    IMPORTANT! You must provide a reason for a sick leave request.
11. If you are requesting leave for any leave type other than sick leave, and you want to add a remark to your request, type the remark in the **Remarks** box.

12. When you are finished entering your information, click **Save**.

    webTA returns you to your Current Leave Requests page. The new leave request appears as *pending* in the list of leave requests.

To view or change a leave request.

1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

   The Current Leave Requests page opens.

   Status designations are:

   - Pending (A new leave request that has neither been approved nor denied)
   - Approved
   - Denied

   IMPORTANT! You cannot modify leave requests that have been approved or denied, but you can modify pending request.

   If you need to modify and approved or denied request, your supervisor must first revert the request *pending*.

3. If you want to delete a leave request, click **Delete** next to the request you want to delete.

   webTA removes the leave request from the list.

   \- OR -

   If you want to change a leave request, click **Edit** next to the request you want to change.

   The Edit/View Leave Requests page opens for the leave request you selected.

4. Change the information for the request as needed, then click **Save**.

   webTA saves your changes and returns to the Current Leave Requests page.

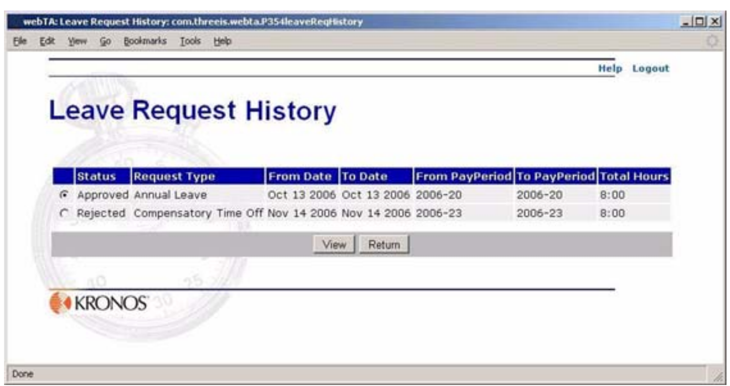
To review your leave request history:

1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

   The Current Leave Requests page opens showing a list of pending and approved leave requests.

3. Click **View History**.

   The Leave Request History page opens listing past leave information.



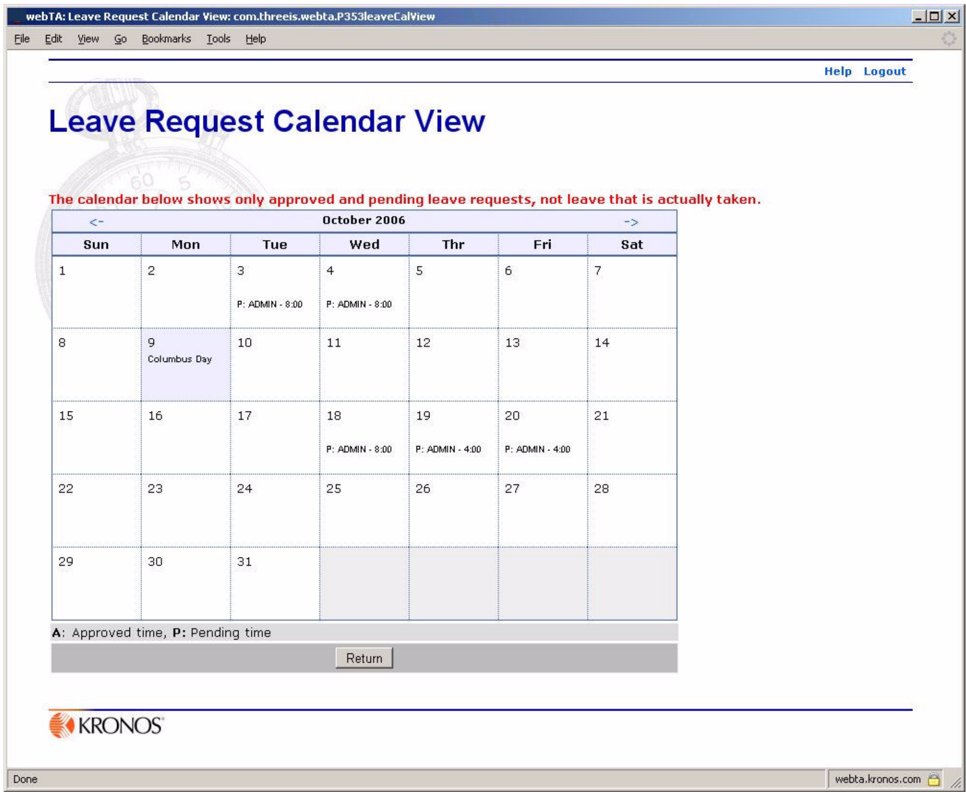
   The Leave Request History page shows leave requests that have been approved or denied, but not those that are pending.

4. If you want to view a detailed version of a leave request, click to select the request, then click **View**.

About the calendar view

By clicking **Calendar View** on the Current Leave Requests page, you can see, in calendar form, leave or premium pay requests that are either pending or approved.

Each date on the calendar shows the status, your user ID, and the total time approved or pending for that date.



A: denotes an approved request. **P:** denotes a pending request.

NOTE: Clicking a leave request in the calendar takes you to the Edit/View Leave Requests page for the month, where you can view details of your leave requests, edit leave requests, and add new requests.

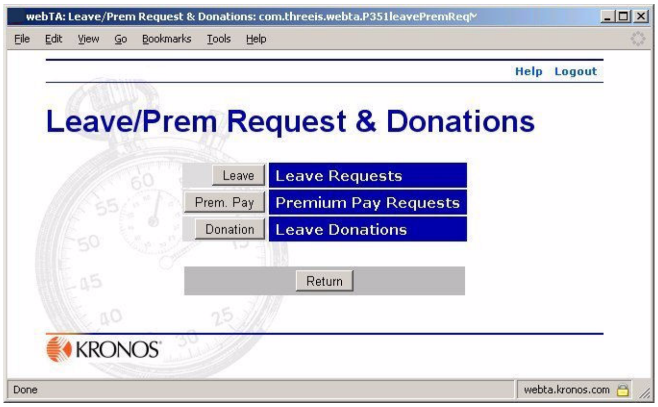
About premium pay requests

Current Premium Pay requests consist of all premium pay requests that are pending, regardless of your current pay period. It also includes all the premium pay requests, regardless of their status, that are in your current and future pay periods.

To view your current premium pay requests:

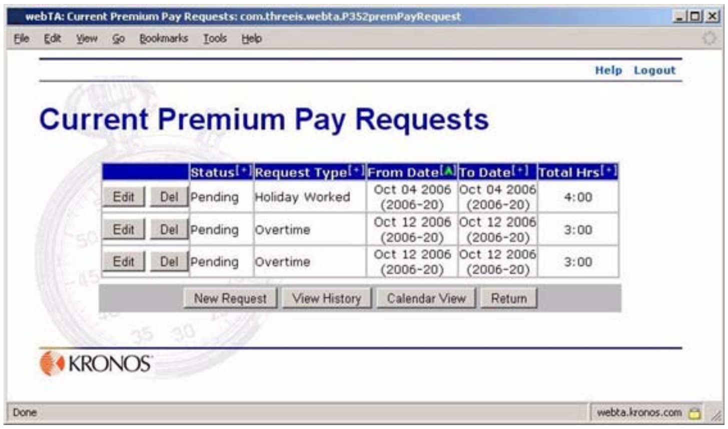
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay** on the Leave/Prem Request & Donations page.

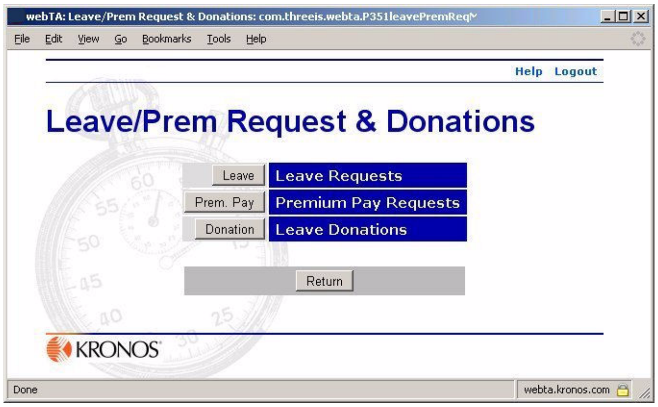
   The Current Premium Pay Requests page opens showing all premium pay requests.



To make a new premium pay request:

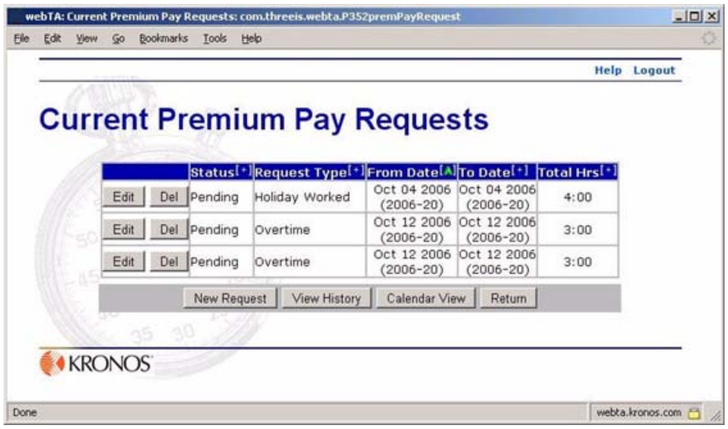
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



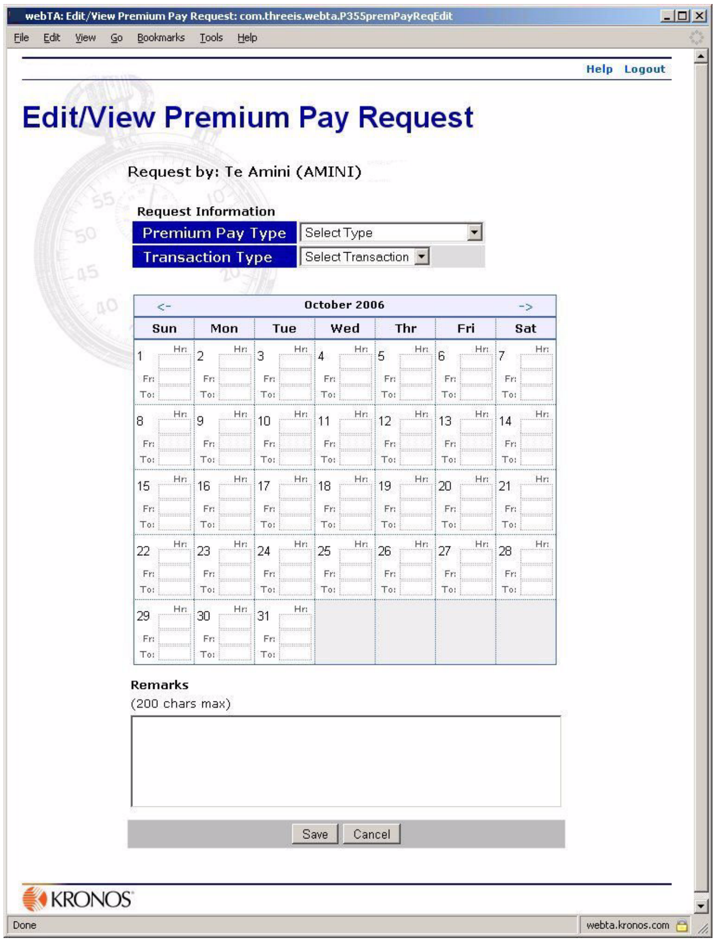
2. Click **Prem. Pay**.

The Current Premium Pay Requests page opens showing all current requests.



3. Click **New Request**.

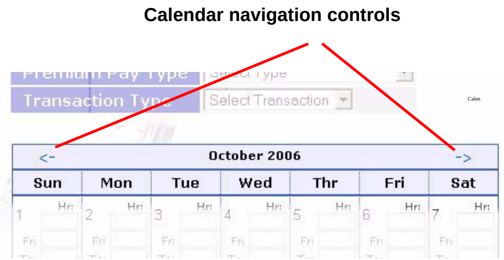
   The Edit/View Premium Pay Request page opens.



4. Select the type of premium pay request from the **Premium Pay Type** list.

   NOTE: Only one type of premium pay request can be submitted at a time.

5. If your pay request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.



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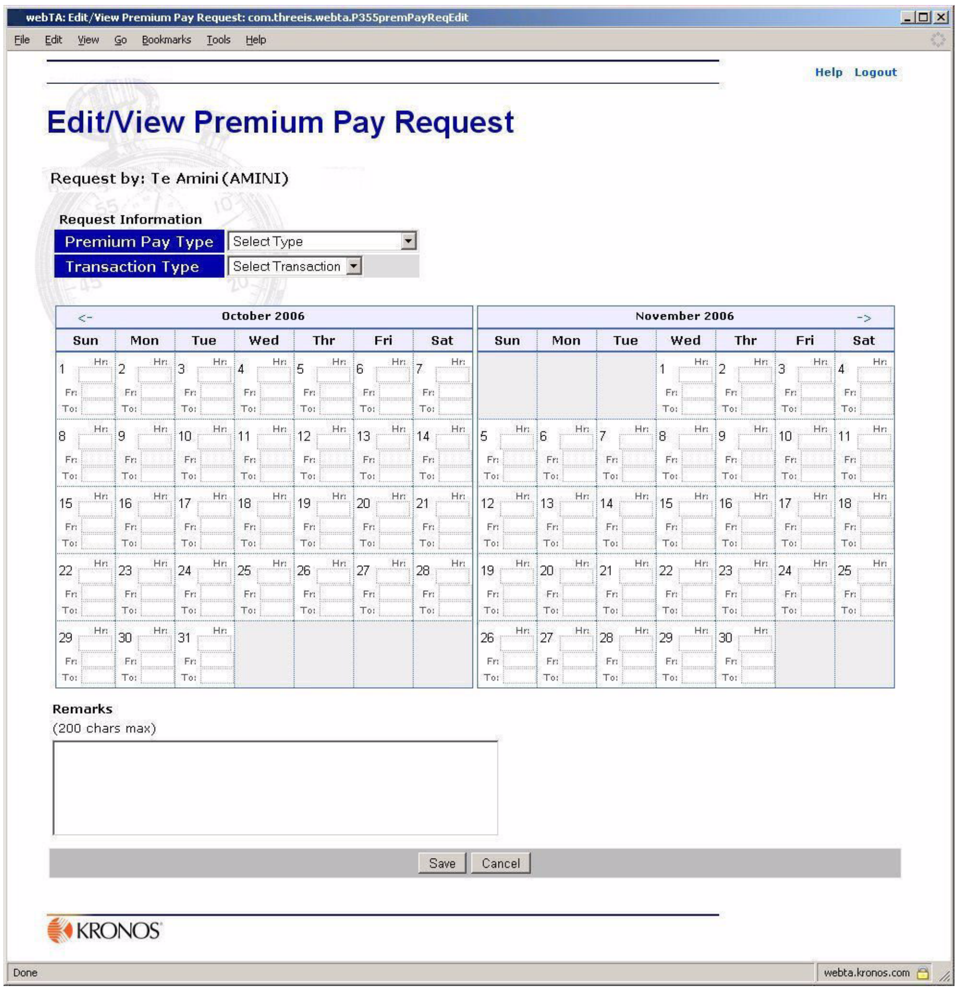

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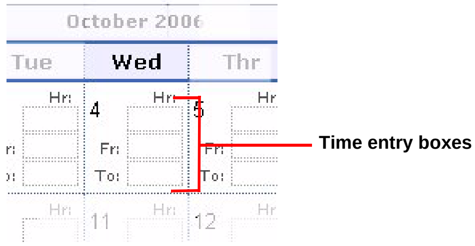
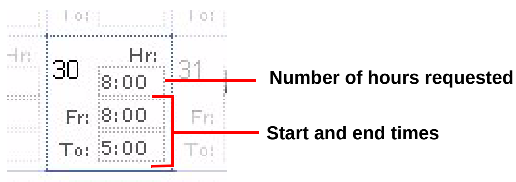


6. In the first box, type in the number of hours of leave that you want to take for that date.
7. If you want to enter start and end times for the premium pay request (for example, if you only want leave for part of a day) type in the start time in the **Fr** box, then type the end time in the **To** box.

   Example:



   NOTE: If you type in a start time, you should also enter an end time.
8. If you want to add remarks to the premium pay request, type them in the **Remarks** box.

   Remarks are visible to the person approving the request.
9. When you are ready to submit the premium pay request, click **Save**.

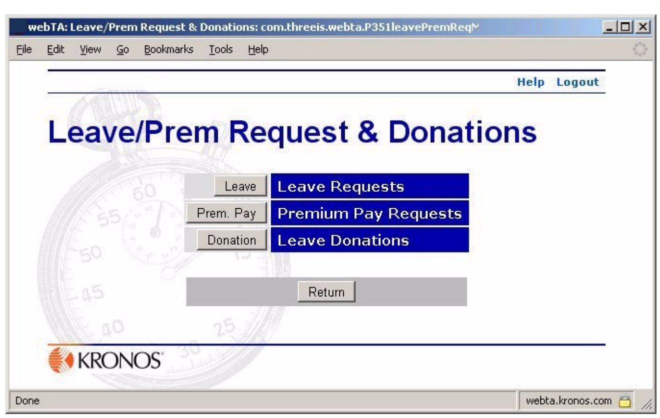
   webTA checks the form and tells you of any errors.
10. If webTA indicates that there are errors, fix the errors, then click **Save**.

    You must correct the errors before the request can be submitted.

To modify a premium pay request:

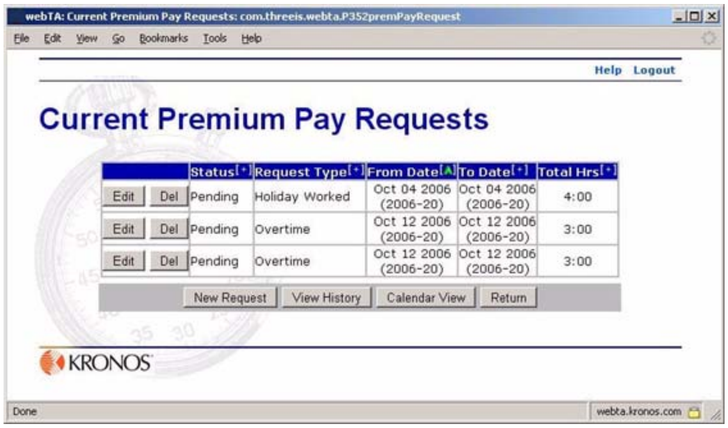
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



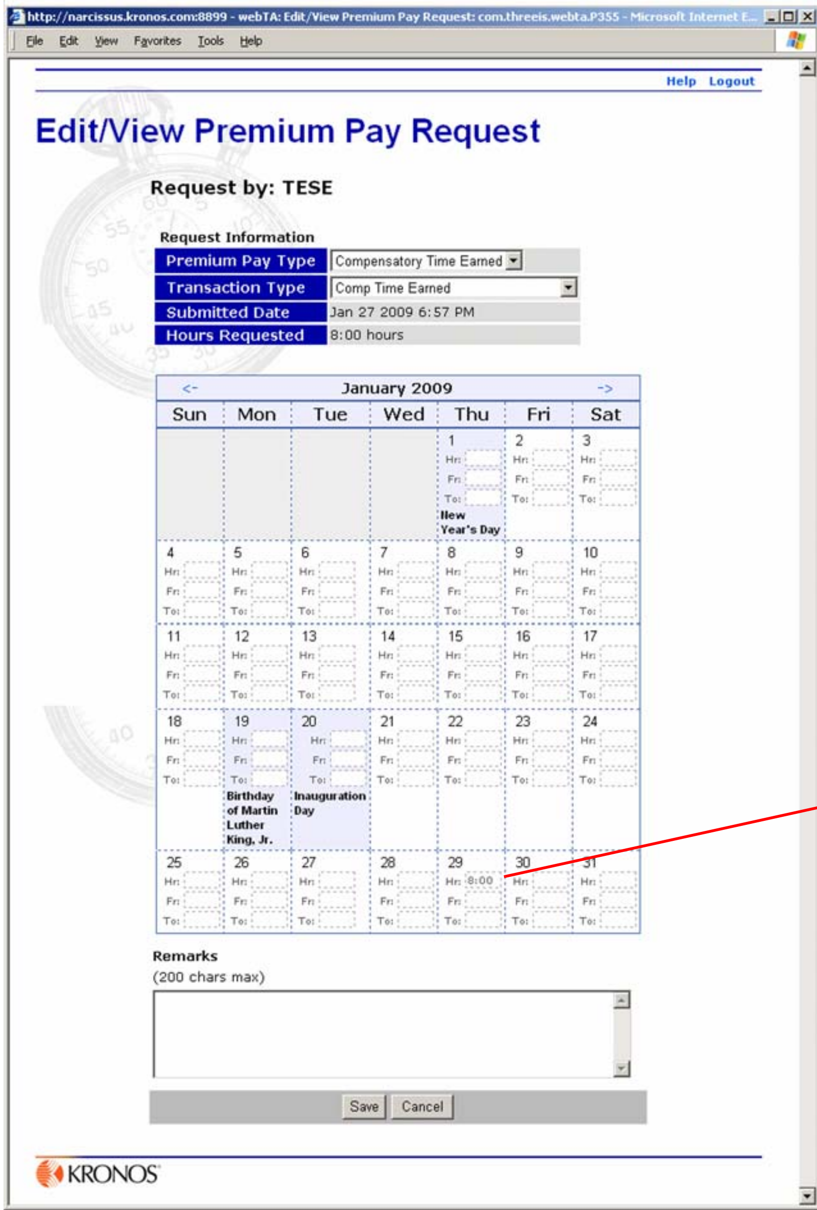
2. Click **Prem. Pay** on the Leave/Prem Request & Donations page.

   The Current Premium Pay Requests page opens showing all premium pay requests.



3. Click **Edit** next to the premium pay request you want to modify.

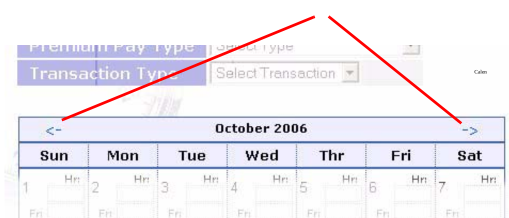
   The Edit/View Premium Pay Request page opens showing the request you selected to edit.



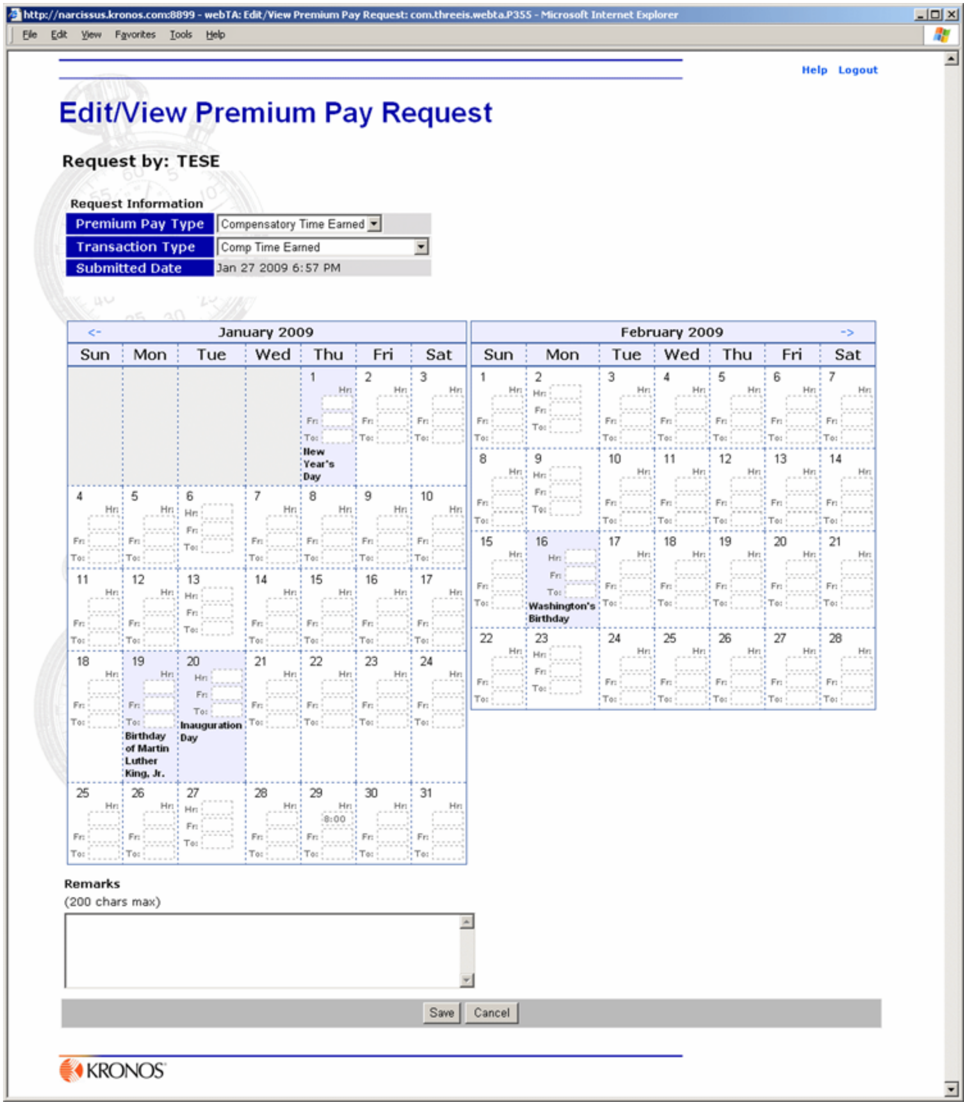
Selected premium pay request

4. If your pay request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.

Calendar navigation controls



If you navigate to a month other than the current one, the page shows two successive months.



5. Modify the request by selecting from the **Premium Pay Type** and **Transaction Type** lists, then adding or changing the times requested for premium pay.

   NOTE: **Premium Pay Type** and **Transaction Type** selections apply to changes and additions you make on this page. For example, if you add 30 minutes to an existing 4-hour Overtime premium pay request, but select **Compensatory Time Earned** as the premium pay type when you make the change, the 4.5 hours for the edited request will be saved as Compensatory Time Earned.

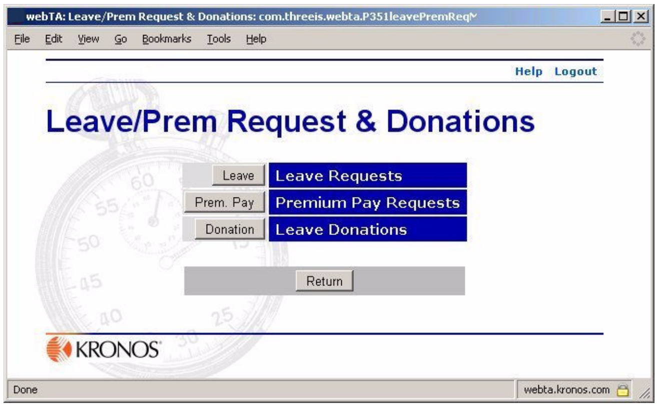
6. Click **Save**.

   webTA returns you to the Current Premium Pay Requests page, which shows the changes you made.

To delete a premium pay request:

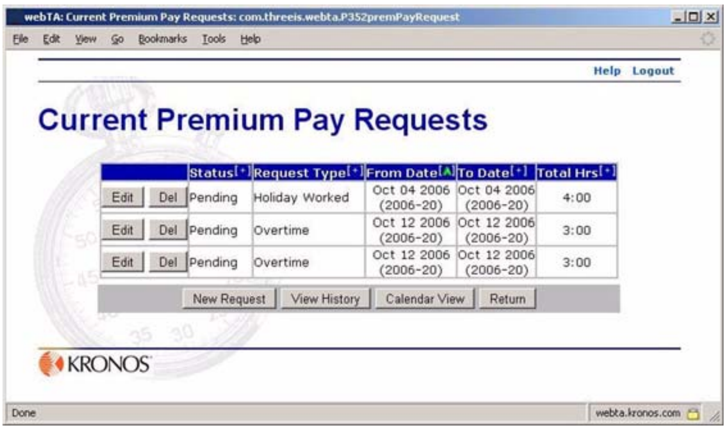
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

   The Current Premium Pay Requests page opens showing all premium pay requests.



3. On the appropriate premium pay request line, click **Del**.

   webTA removes the request from the request list.

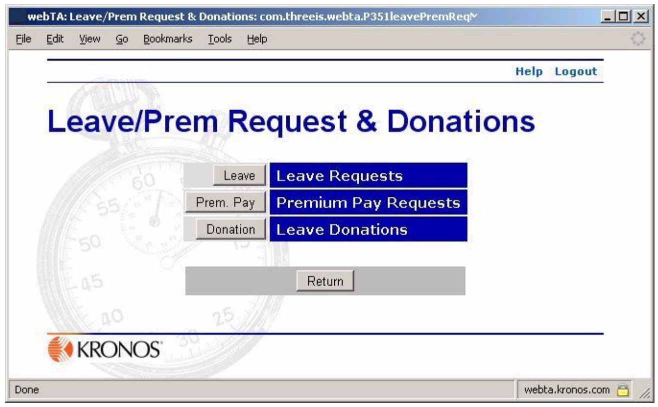
Viewing your premium pay request history

The Premium Pay Request View History page lists all your previously approved premium pay requests.

To view your premium pay request history:

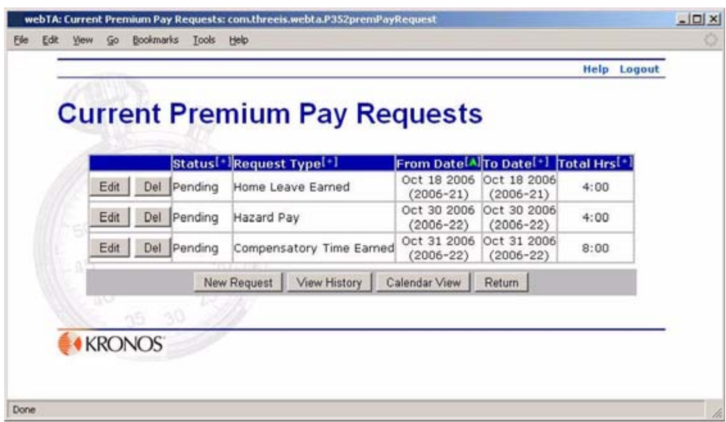
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay**.

   The Current Premium Pay Requests page opens.

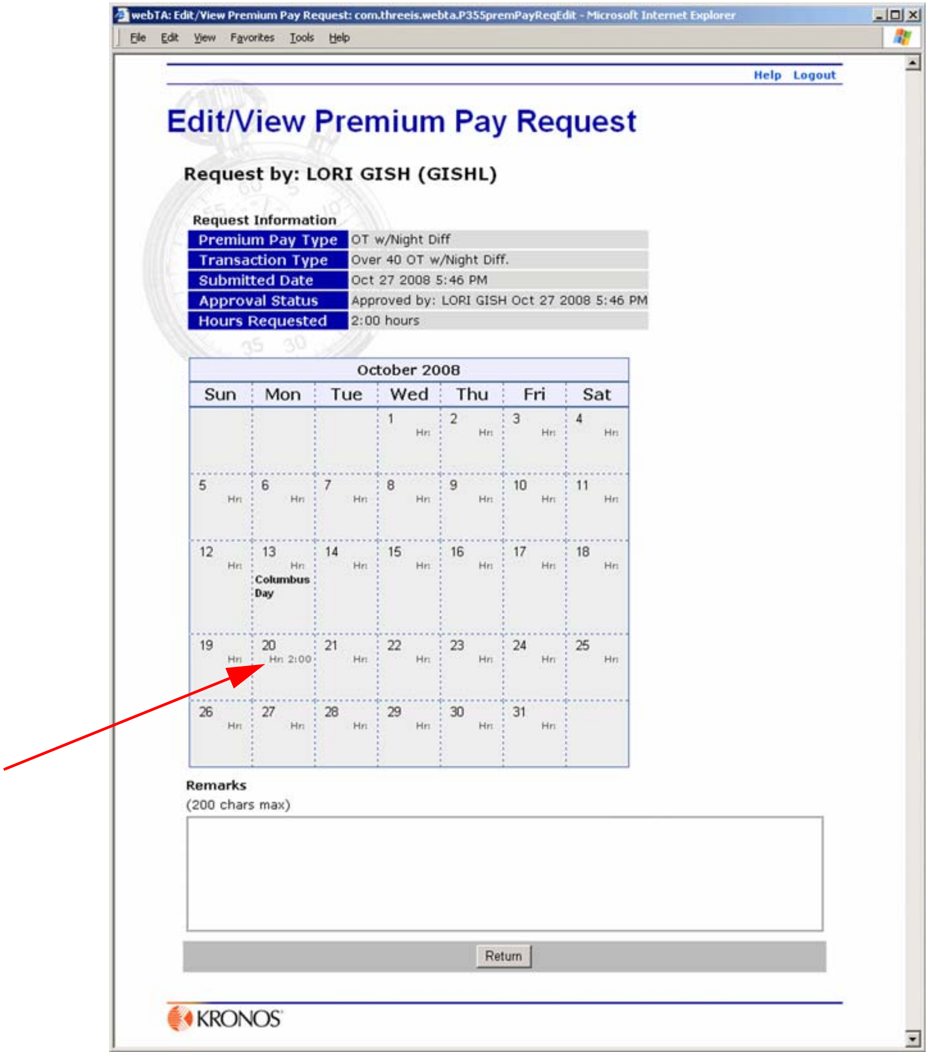


3. Click **View History** on the Current Premium Pay Request page.

   The Premium Pay Request View History page opens.

4. If you want to view detailed information about a request, click to select the request, then click **View**.

   The Edit/View Premium Request page opens showing your approved premium pay requests.

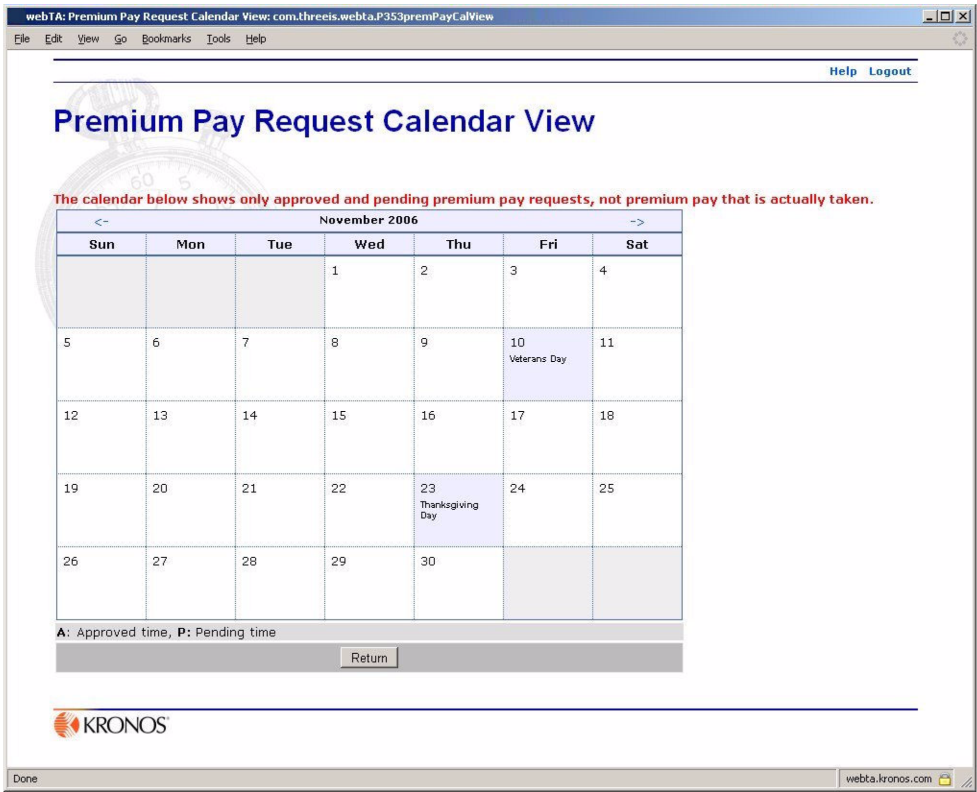


5. If you want to delete a request, click **Return** to return to the Current Premium Pay Requests page, then click **Delete** next to the request you want to remove.

   The request is removed from the list of requests.

About the calendar view

By clicking **Calendar View** on the Current Leave Requests page, you can see, in calendar form, leave or premium pay requests that are either pending or approved. Each date on the calendar shows the status, your user ID, and the total time approved or pending for that date.



A: denotes an approved request. **P:** denotes a pending request.

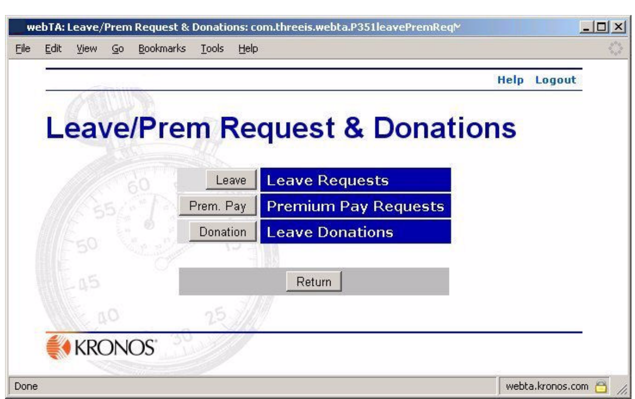
Viewing and editing leave donations

Leave donations may be made at any time, if you have sufficient leave available and you have not exceeded the limitations on donations for your agency.

To make a leave donation:

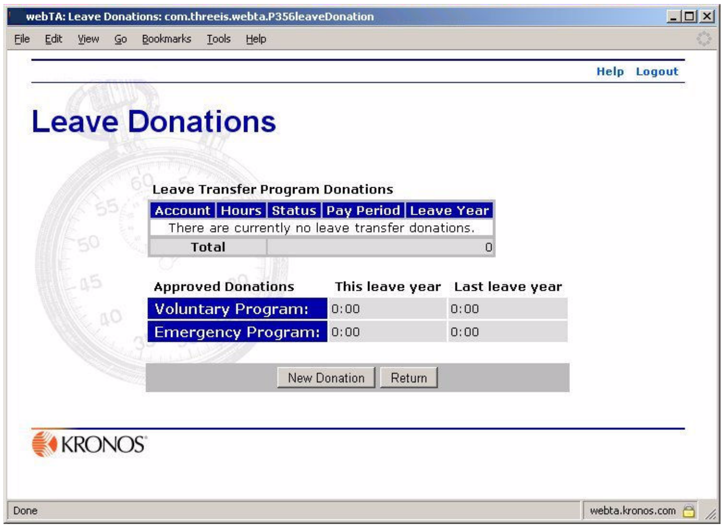
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



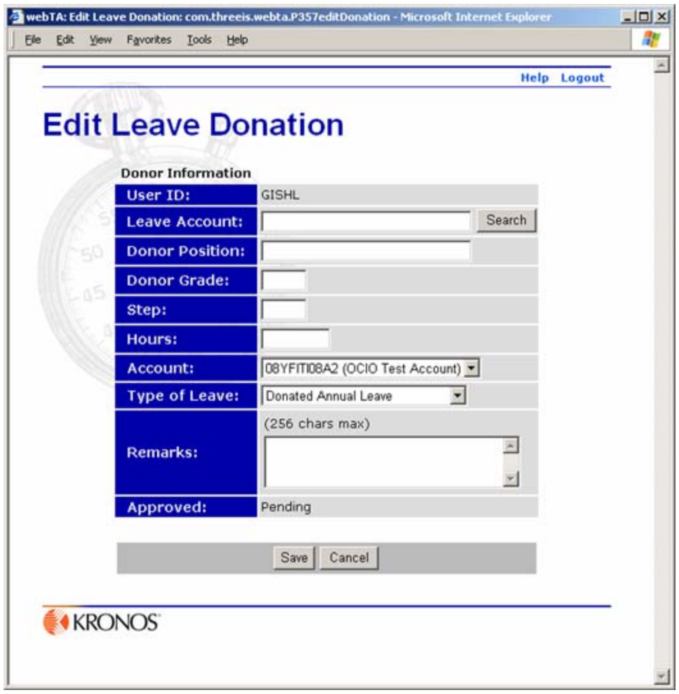
2. Click **Donation**.

   The Leave Donations page opens.



3. Click **New Donation**.

   A blank Edit Leave Donation page opens.



4. Type the leave donation information in the appropriate fields, and select the appropriate options from the lists.

   - The **Position**, **Grade**, and **Step** fields are required for agency reporting purposes.
   - If you do not know the specific name of the account, search for it using webTA's search function.

- Specify the account that the donation hours are to be charged to.

  Leave type may be Annual Leave or Restored Annual Leave.

  webTA does not permit employees to donate more leave than they have available.

5. Check to make sure that you have filled in all the fields on the form.
6. When you are ready to submit your request, click **Save**.

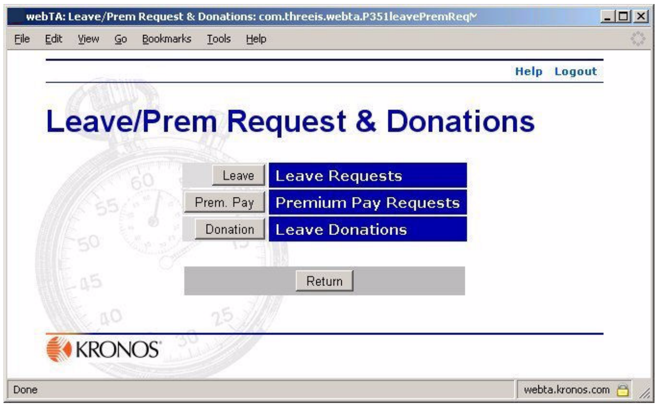
   The status of any donation remains *Pending* until it is approved by an HR Administrator. Once the donation is approved, a payroll transaction is created in your T&A report, and the leave is deducted from your leave balance.

   NOTE: Transactions for approved donations do not appear on your time card, but will be reflected in the **Leave Data** section of your T&A Summary page.

To view and edit your leave donations:

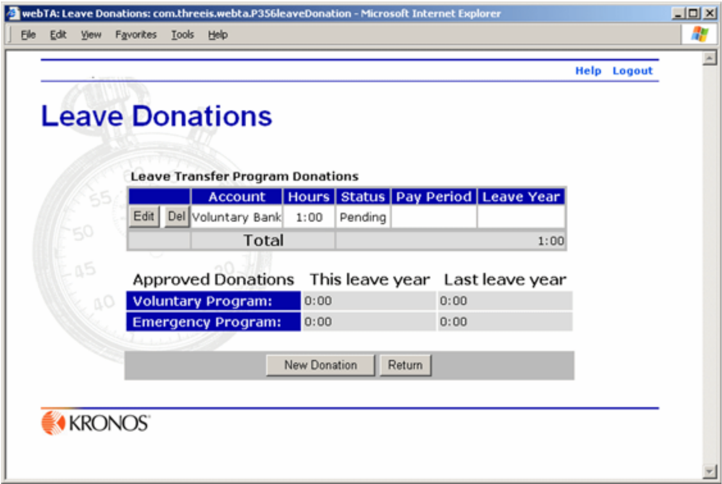
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



2. Click **Donation**.

   The Leave Donations page opens.



A summary of donations you have made to the voluntary and emergency leave transfer programs is provided for your information. If you have active donations, they appear on the page.

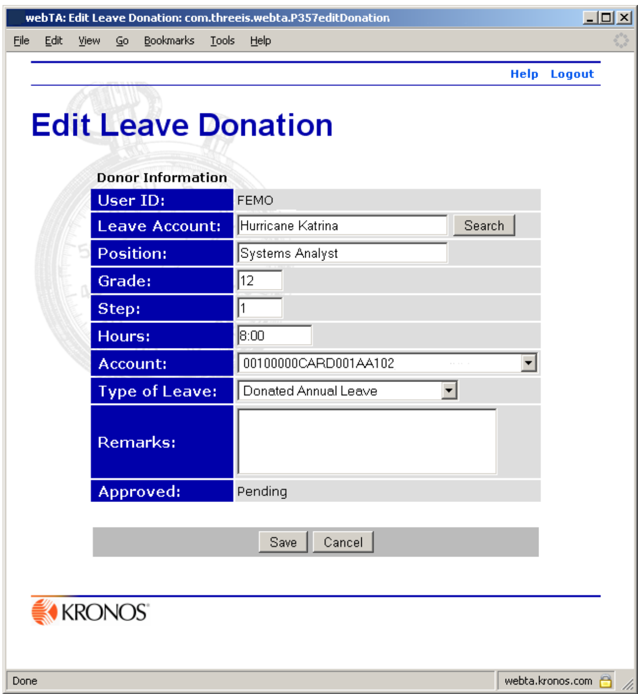
IMPORTANT! Once a donation is approved, you cannot modify it.

3. If you want to view an already approved donation, click **View** next to the donation.

   - OR -

   If you want to make changes to a donation that has not been already approved, click **Edit** and make changes.

   The Edit Leave Donation page opens.



4. Make the appropriate changes, then click **Save**.

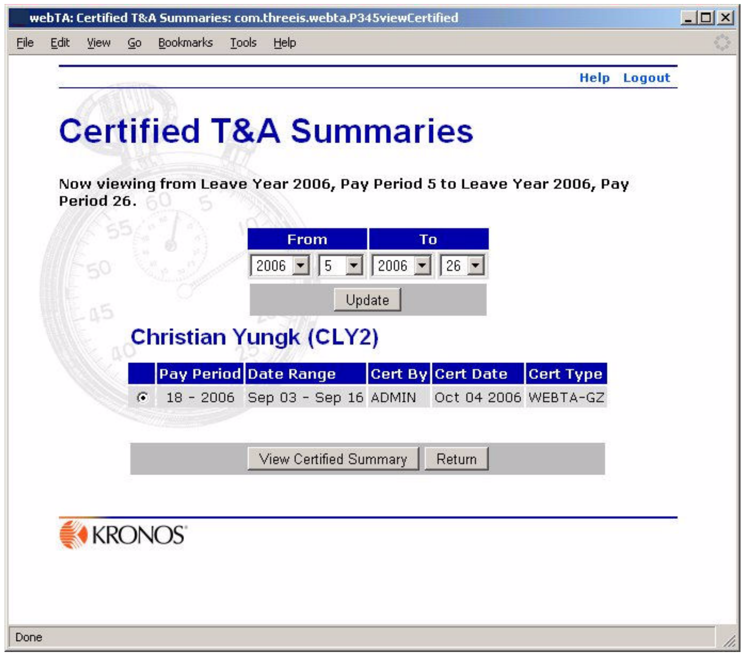
Viewing previously certified T&A summaries

Employees may view their certified time cards, but they may not change them.

To view previously certified T&A summaries:

1. Click **Certified T&As** on the Employee Main Menu page.

   The Certified T&A Summaries page opens.

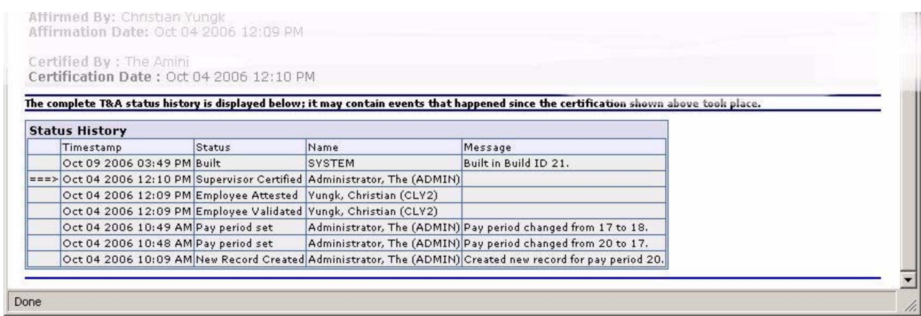


Your certified time cards are sorted by pay period and leave year, with the most recent records at the top of the form.

2. Click to select the summary you want to view, then click **View Certified Summary**.

   The T&A summary page for the selected pay period opens.

   At the bottom of the page is the status history.



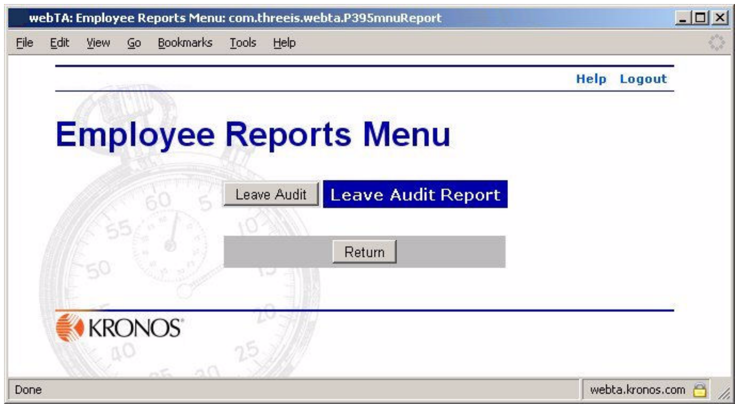
Generating a Leave Audit report

The Leave Audit Report is used to reconcile your historical leave records. The report contains a line for each pay period for which you have certified records in the system.

To generate a Leave Audit report:

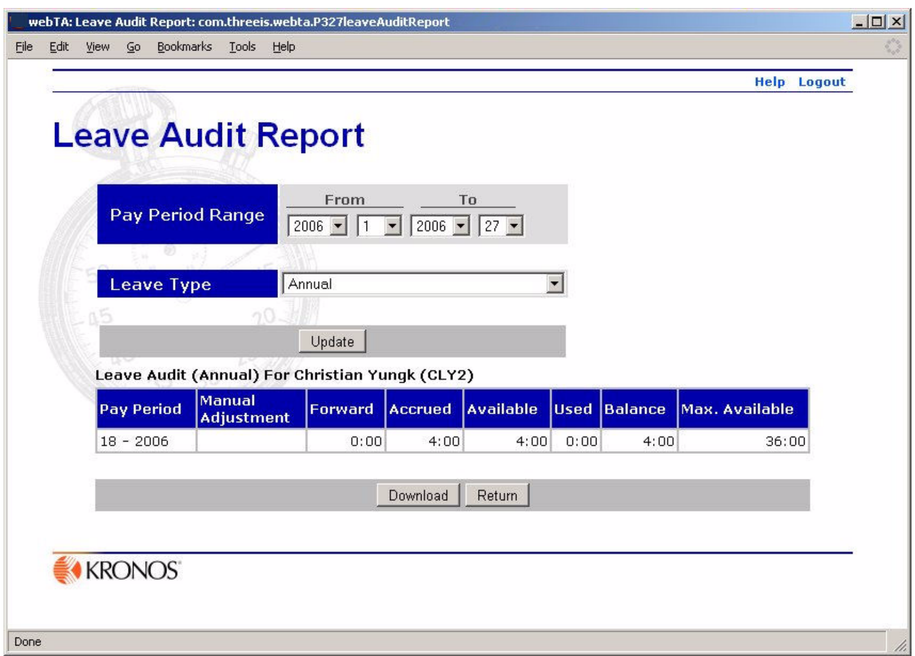
3. On the Employee Main Menu page, click **Reports**.

   The Employee Reports Menu page opens.



4. Click **Leave Audit**.

The Leave Audit Report opens.



5. If you want to change the report parameters, select a new date range by selecting beginning and ending dates from the **From** and **To** lists, select a different leave type from the **Leave Type** list, and then click **Update**.

   The Leave Audit report changes to reflect your choices.

6. If you want to save the Leave Audit Report results, click **Download**.

   Depending on how your browser is set up, webTA either displays the .PDF document in a new browser window from which you can save the file, or a dialog box opens giving you the options of saving or opening the file.

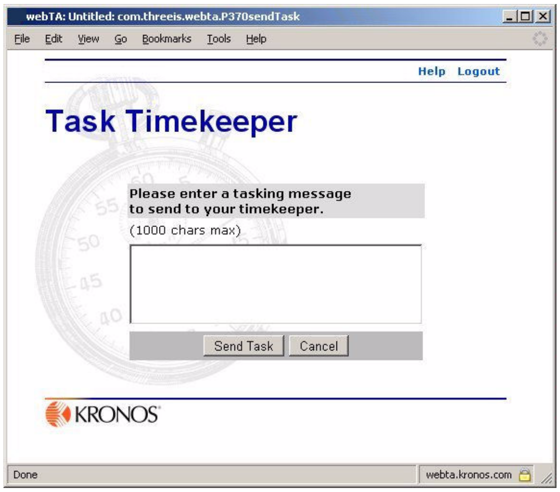
Sending a task to your timekeeper

Tasks are sent to timekeepers when you need your timekeeper to update information that you do not have access to.

To send a task:

1. Click **Send Task** on the Employee Main Menu page.

   The Task Timekeeper page opens.

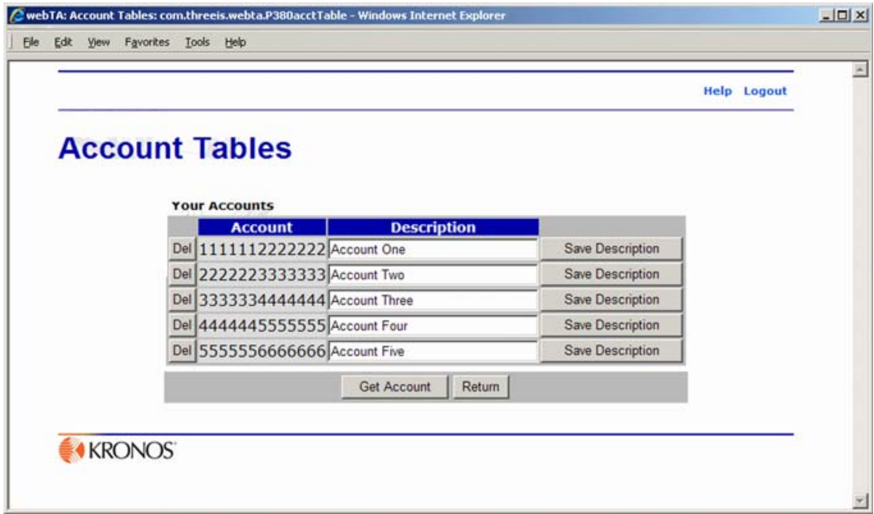


2. Type your message in the text box, then click **Send Task**.

   Your message is sent as a task to your timekeeper.

Working with accounts

.Accounts functions are accessed from the Account Tables page that opens when you click **Accounts** on the Employee Main Menu page.



In the example above, the employee already has accounts to charge to. However, if the employee has not yet added accounts to his or her list, the Your Accounts section will be empty.

After adding an account, you or your timekeeper can modify the account description. If you don't add an account description, your timekeeper's description will appear.

IMPORTANT! Check with your timekeeper for policies related to changing account descriptions. If you add or change an account description, your timekeeper's description will also change.

To add an account for your use:

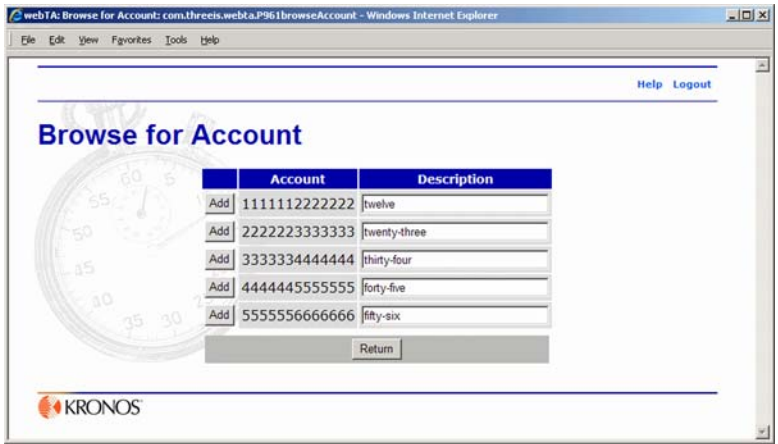
1. Click **Get Account**.

   The Search for Account page opens.

2. Type any information that you know about the account in the text boxes, then click **Find Account**.

   NOTE: Leaving all the search criteria boxes empty will return the full list of accounts available to you.

3. The Browse for Account page opens listing all the accounts available to you that meet the search criteria you entered.



NOTE: Leaving all the boxes blank returns <u>all</u> of the accounts available to you.

4. Click **Add** for each account you want to add to your personal account list.
5. When you are finished adding accounts, click **Return**.

   webTA returns you to the Accounts Tables page. The accounts you added appear in the Your Accounts section.

To change an account description:

IMPORTANT! Check with your timekeeper for policies related to changing account descriptions. If you add or change an account description, your timekeeper's description will also change.

1. Click **Accounts** on the Employee Main Menu page.

   The Accounts Tables page opens.
2. Type your descriptions in the Description box for each account whose descriptions you want to change, then click **Save Description** for each new description.

   NOTE: If you remove all text from a Description box, the original timekeeper's description for that account will be shown.
3. When you are finished entering and saving descriptions, click **Return**.

To delete an account from your accounts list:

1. Click **Accounts** on the Employee Main Menu page.

   The Accounts Tables page opens.
2. Click **Del** next to each account that you want to remove, then click **Return**.

   NOTE: Deleting an account from your Accounts Tables page does not remove it from the webTA system. However, it will no longer be available to you for editing.